

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB POSTING

UNCLASSIFIED

POSTING NUMBER: HR-0004

ISSUE DATE: February 7, 2013

CLOSING DATE: February 21, 2013

TITLE: Director, Division of Housing and Community Resources

LOCATION: 101 South Broad Street, Trenton, NJ 08625

POSITION(S): One (1)

SALARY RANGE: \$90,000.00 - \$110,000.00

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

Under the general direction of the Assistant Commissioner serves as a member of DCA's executive management team. Provides direct oversight to DCA's programs designed to strengthen and revitalize communities through the delivery of affordable housing, supportive services and the provision of financial and technical assistance to communities, local government and community based organizations. Specific responsibilities include managing approximately 330 staff, a budget of \$680 million, as well as the direction of the following areas:

Housing Assistance

This component administers programs such as the Homelessness Prevention Program (HPP), the Housing Choice Voucher Section 8 Program (Section 8) and the State Rental Assistance Program (SRAP).

Housing Production

This office assists in the development of affordable housing units for income-eligible families.

Energy Assistance

Low-Income eligible households that are having a difficulty paying their heating and cooling bills can contact this office for financial assistance and help in weatherizing their homes.

Community Services

This office distributes federal funds to community agencies that help income-eligible households with health, education, employment, and housing needs. It also oversees the Office of Recreation which distributes state funding, certifies professionals, offers conferences, and provides technical assistance on recreation. This Office also manages the Individual Development Account (IDA) program which works toward empowering working families to save money to buy a home, create a job, or attend higher education.

Neighborhood Programs

This office manages a comprehensive group of programs funded under the Lead Hazard Control Assistance Fund designed to educate the public about the dangers of lead-based paint and to eliminate lead-based paint hazards in housing. The Office also administers a variety of other federal and state-funded programs, such as the Community Development Block Grants (CDBG) which provide funding to municipalities to help with economic development, housing rehabilitation and neighborhood revitalization.

Responsibilities also include, but are not limited to, establishing goals, developing budgets, ensuring service delivery, succession planning and staff development, ensuring compliance with applicable laws, rules and regulations.

QUALIFICATIONS: Graduation from an accredited college with a Bachelor's degree, Master's degree preferred. Eight years of progressively responsible professional experience in a public entity or private entity dealing with housing assistance programs or related activities, five years of which must be in a supervisory capacity. Candidates must demonstrate strong communications and leadership skills and the ability to manage workflow and staff. Candidates must show previous success in defining program goals and objectives, establishing program performance reviews and experience in public policy analysis. Experience with federal and state housing and development programs preferred.

Interested applicants must submit a resume along with a Letter of Interest, including phone number by the closing date. Interviews will be granted on the basis of the resume.

Human Resources Director
New Jersey Department of Community Affairs
HR# 0004
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume.

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.